



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

## **GRANT APPLICATION**

**Fiscal Year 2004**

## **COMMUNITY SERVICES BLOCK GRANT SPECIAL PROJECTS**

## **SCHOLARSHIP PROGRAM**

### **Introduction**

On behalf of Governor Mitt Romney, Director Jane Wallis Gumble is pleased to announce that the Department of Housing and Community Development (DHCD) is accepting applications for a Community Services Block Grant (CSBG) Special Projects Scholarship initiative. Up to thirteen \$10,000 grants will be awarded for the development and implementation of this initiative.

### **Background**

#### **Program Purpose**

The CSBG Special Projects Scholarship program is intended to provide financial assistance to low-income persons who are interested in furthering their education. It is hoped that through this initiative additional self-sufficiency opportunities for low-income Massachusetts' residents are created, educational opportunities for low-income individuals are enhanced, and a stronger workforce is developed. Coinciding with this, community action agencies (CAAs) are strongly encouraged to partner with and participate in local Workforce Investment Boards.

#### **Funding Source**

The United States Department of Health and Human Services, Administration for Children and Families, Office for Community Service, annually allocates Community Services Block Grant funds to the Commonwealth of Massachusetts, of which five percent (5%) may be awarded at the discretion of DHCD's Director to support a wide range of anti-poverty and self-sufficiency opportunities for low-income families.

#### **Eligibility Criteria**

Eligible applicants are the twenty-five designated Massachusetts community action agencies (CAAs). Funds for this initiative will be awarded on a competitive basis.

## Critical Program Elements

### Clients

- Scholarship program participants must meet CSBG income eligibility criteria. The scholarship clients should be low income, defined as at or below the **125%** federal poverty line, pursuant to the Department of Health and Human Services Poverty Income Guidelines, as in effect during the Contract period.
- DHCD strongly encourages CAAs to distribute scholarships to as many qualified clients as possible.

### Scholarship Administration

- A fair, formal, and objective recruitment and qualification criteria must be used to identify and select scholarship recipients.
- Scholarship amounts are limited to no more than \$1,000 for each individual award.
- Scholarships should only be applied to formal education or occupational training opportunities at accredited Massachusetts educational institutions.
- Such educational and training opportunities include general education to achieve functional literacy, short term training (two years or less) in growth occupations, or general post-secondary education at an accredited two-year community college, vocational school, or four-year state university or college.
- In addition to tuition, scholarships may be applied to educational related costs including, fees, books, etc.
- No more than 10% of the grant may be used for program support.
- At least 90% of the grant must be used for direct payment for educational purposes as described above.

## Application Instructions

Responses to this application must be limited to no more than six pages, exclusive of attachments, and must include the following:

1. Applying agency name, address, telephone number, fax number, name of the executive director, and the name of the individual who will be responsible for the program coordination activities.
2. A description of the applicant's **past experience, progress and success** in developing and delivering education services/programs (including past scholarship programs, if applicable) targeted to low-income individuals and families. Additionally, describe the applicant's participation in and partnering with the local Workforce Investment Board.
3. A detailed description of the proposed use of grant funds for the development and implementation of a CSBG Scholarship Program including:
  - a. The **outreach and recruitment** methods, strategies, and activities to be conducted.
  - b. The **process** to be used for identifying, recruiting and assessing eligible individuals.

- c. **Method of distributing funds** to the institutions of the eligible recipients. Include a description of when disbursement will occur (e.g. prior to the semester, after class completion, etc.).
  - d. **Method of tracking** scholarship recipients and outcomes. Report client follow-up activities.
  - e. **Linkages** to community educational institutions.
  - f. Ability to **leverage** additional funds to increase total amount of available funds for scholarships and to ensure the future sustainability of the program.
4. A description of the method(s) to be used to determine and **evaluate the program's success and impact** on participants, including a description of data collection systems, evaluation instruments, etc.
  5. A **completed program workplan** (see Attachment A) that outlines proposed activities, timeframe, project program outcomes including identifying CSBG National Goals and Outcome Measures. All outcome measures must be specific, describe the impact of service on program participants, and be quantifiable, when appropriate.
  6. A completed program **budget** (see Attachment B). Up to 10% of the budget may be allocated for program support costs. *Note: Total grant request must not exceed \$10,000.*

## Contact Information

If you have any questions or concerns regarding this application, please contact your CSBG program representative for clarification or further instructions.

## Grant Period

DHCD anticipates that the grant period will run from March 1, 2005 through February 28, 2006.

## Grant Program Administration

### Contracts

- Selected applicants will be required to submit a completed contract package, which shall include a contract and a scope of services and additional terms and conditions.
- Grantees are expected to expend all scholarship funds within the specified grant period pursuant to FY2004 Special Projects Scope of Services and Additional Terms and Conditions.

### Reporting Requirements and Monitoring

- Grant recipients will be required to submit quarterly progress and fiscal reports.
- Additionally, grant recipients will be required to submit a program cumulative CSBG Scholarship Recipient Report (see Attachment C). This report will contain the names, addresses,

and demographic information of scholarship recipients, scholarship amounts, dates of enrollment and scholarship disbursement, names of educational institution, purpose/course of study, and grade achieved/type of certificate/outcomes of courses/trainings (e.g., internship, promotion, increase in wages).

- As part of program administration, program representatives from DHCD will monitor the progress of the Scholarship Program through quarterly report reviews and annual on-site assessment.

## **Submission Deadline**

The application deadline is **Friday, January 28, 2005**. The Division of Community Services must receive an original and two copies of the application no later than 3:00 p.m. on **January 28, 2005**.

Applications must be submitted to:

Debra Michaud, Administrative Assistant  
Department of Housing and Community Development  
Division of Community Services  
100 Cambridge Street, Room 300  
Boston, Massachusetts 02114  
(617) 573-1400

*Note: Responses that fail to satisfy the requirements of this grant application will be deemed incomplete and automatically eliminated from funding consideration.*